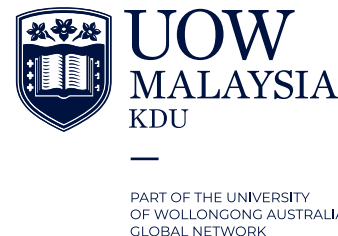


BURSARY POLICY

Damansara Jaya Campus



PAYMENT OF FEES

Fees may be paid in cash, by credit cards (Visa or Master), crossed cheque, bank draft payable to **UOW Malaysia KDU College Sdn Bhd.**

Fees also can be paid via telegraphic transfer or direct banking to the following account:

Malaysian Students:

Any Maybank Branches-**UOW Malaysia KDU College Sdn Bhd.** A/C No: 514196-662903

International Students:

OCBC Bank (Malaysia) Berhad-**UOW Malaysia KDU College Sdn Bhd.** A/C No: 707-126406-7
89, 91 & 93 Jalan SS21/60, Damansara Utama, 47400 Petaling Jaya, Selangor, Malaysia
Swift code: OCBCMYKLXXX

Please fax copy of payment advice together with Student Number, Name and Contact Number to Admissions & Bursary Department at 603-79536688 (UOW Malaysia KDU) FAX:603-77291777 / Email: anbfax@uowmkdu.edu.my

All fees must be paid in full on or before commencement of each semester. There is a grace period of 7 working days (including Saturdays, Sundays and public holidays) from the commencement of each semester for fees to be paid. A late payment penalty charge of RM10 per day will be imposed on all outstanding fees after the grace period. If fees are unpaid after the fifth week of a semester, students are not allowed to register for the current semester and will be deferred to the next semester.

All fees received in advance are deemed to be for payment of course fees

Students who have outstanding fees will not be allowed to proceed on to the following semester of studies and may be terminated from their studies.

International Students pursuing **Certificate in Intensive English (CIENG)** are required to **pay 2 Level of course fees upfront. The fees paid are NOT refundable.**

REFUND OF FEES

Registration and Admission Fees are non-refundable.

Students requesting a refund must fill up a Request for Refund form which is available at Admissions & Bursary.

If student withdraws from the College within fourteen (14) days from the date of commencement of a semester, 50% of the tuition fees will be refunded. No refunds are allowed if student withdraws after fourteen (14) days from the date of commencement.

Caution Fee is refundable upon completion of the programme. In the event of a withdrawal/termination of studies, only 50% of the Caution Fee will be refunded. Caution fee will be offset against any outstanding fee prior to refund.

Request for refund is only processed: if a student withdraws or has completed his or her studies

International students are required submit student pass for cancellation before the refund can be processed (applicable for withdrawal and completion studies). Students are required to surrender their student card upon withdrawal / completion of studies. A penalty of RM20 will be deducted from the student's account if they fail to return the card.

The College will take a minimum of 30 working days to process the refund upon receipt of the Request of Refund form from the student. Student will be notified to collect the monies when the refund is ready.

In all circumstances, students are advised to collect refunds/ monies within 6 months from the date of completion of studies or 6 months from the date as stated in the letter of collection of refund, failing which, the said monies shall be forfeited by the College.

DEFERMENT OF STUDIES

Students are allowed to defer their studies for ONE (1) semester ONLY. Students have to write to their Academic Department Head for approval of the deferment.

Student who has withdrawn/deferred/left the programme for more than one year is liable to pay again the Admission (for international student), and Registration fee upon re-admission.

Note: The College reserves the right to change the Bursary Policies when deem necessary.

I, Student No:..... have read and understood the above stated UOW Malaysia KDU Bursary Policy and will abide by it.

Student's Signature:

IC / Passport No:

Date: